

# Will Your Resume Open The Door to an Interview?

by Amy Diepenbrock

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How effective is your resume? Will it get you noticed—or will it get tossed aside? Use this resume rubric to gauge your resume's ability to get you an interview.

	Resume should effectively land you an interview. <i>GOOD JOB!</i>	Resume could land you an interview (borderline case).	Resume is average, needs improvement to rise to the "top of the stack."	Resume needs significant improvement and would be discarded during screening.
<b>Format</b>	This resume fills the page but is not overcrowded. There are no grammatical or spelling errors. It can be scanned easily.	This resume almost fills the page but has some uneven white space. There may be a single spelling or grammatical error.	The font and spacing of this resume are not appealing and cannot be easily scanned. There are spelling errors and grammatical mistakes.	This resume is either one-half page or two to three pages long. The font is too big or may be too hard to read. There is more white space than words, and there are multiple spelling and/or grammatical errors.
<b>Education Section</b>	This section is organized, clear, and well defined. It highlights the most pertinent information and includes the institution and its location, graduation date, major, degree, GPA, study abroad (if appropriate), and any relevant course work.	This section is well organized and easy to read. It includes the institution and its location, graduation date, major, and degree. GPA and "extra" information, such as study abroad and relevant course work, are missing.	Information such as the institution and its location, graduation date, and major are included, but degree and GPA are not listed. This section is not well organized, and there is no order to how information in this section is formatted.	This section is missing the most crucial information. The institution is listed, but not its location. The graduation date is missing. Major is included, but not the degree. No GPA is listed.
<b>Experience Section</b>	This section is well defined, and information relates to the intended career field. Places of work, location, titles, and dates are included for each position. Descriptions are clear and formatted as bullets beginning with action verbs. (This section could be split into related and other experience.)	Places of work, location, titles, and dates are included for each position. Descriptions are formatted as bullets beginning with action verbs, but are not detailed enough to help the reader understand the experience. Information does not relate 100 percent to the intended career field.	Descriptions are not presented in bulleted lists that begin with action verbs. Instead, complete sentences in paragraph form are used to describe positions. Places of work are included for each position, but not locations, dates, or titles.	There is no order to the descriptions of each position. Descriptions are not detailed and don't illustrate the experience. No locations or dates of employment are listed.
<b>Honors/Activities</b>	This section is well organized and easy to understand. Activities and honors are listed, and descriptions include skills gained and leadership roles held. Dates of involvement are listed.	This section includes all necessary information, but is difficult to follow. Leadership roles within organizations are listed, but skills are not defined. Dates of involvement are listed.	This section is missing key information such as leadership positions held or dates of involvement. Organizations are listed; the organizations, not the individual's involvement in each, are described.	This section is missing—or contains very little—information. Organization titles or dates of involvement are not included, and there are no descriptions.